

Shortcuts and Hotkeys

Apple - O	Apple - S
Apple - A	Apple - F
Apple - X	Apple - V
Apple - Z	Apple - P
Apple - I	Apple - H
Apple - U	Apple - C
Apple - Y	Apple - N
Apple - W	Apple - B
Alt - Tab	

Return to
The
beginning

Apple - O

- Opens a file when in a program



Return to
The
beginning

Apple - A

- Selects all text or files



Return to
The
beginning

Apple - X

- Cuts a file or text and places it on the computer's clipboard



Return to
The
beginning

Apple - Z

- Undo - takes back the last action you typed (usually)



Return to
The
beginning

Apple - I

- Types your words in italics



Return to
The
beginning

Apple - U

- Underlines the text you type



Return to
The
beginning

Apple - Y

- Redo - if you hit undo by mistake, this will bring it back



Return to
The
beginning

Apple - W


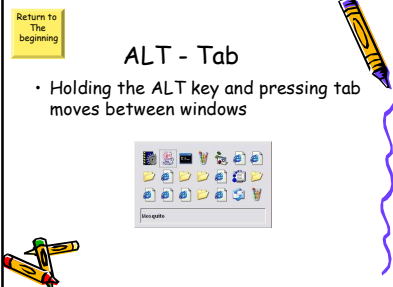
- Closes a window



Return to The beginning

ALT - Tab


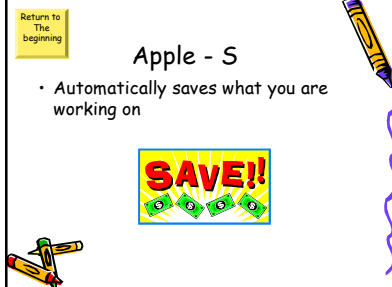
- Holding the ALT key and pressing tab moves between windows

Return to The beginning

Apple - S


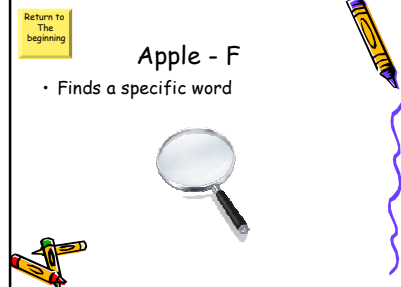
- Automatically saves what you are working on

Return to The beginning

Apple - F


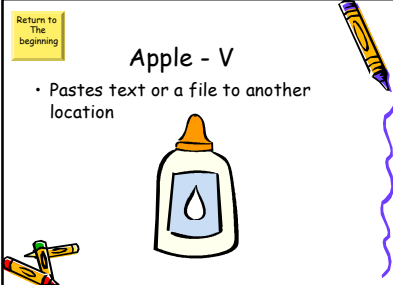
- Finds a specific word

Return to The beginning

Apple - V


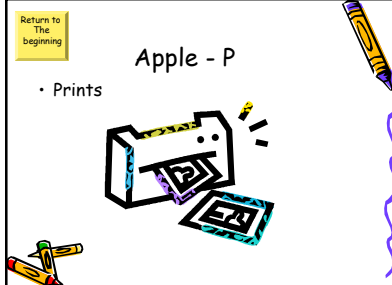
- Pastes text or a file to another location

Return to The beginning

Apple - P

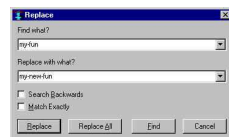
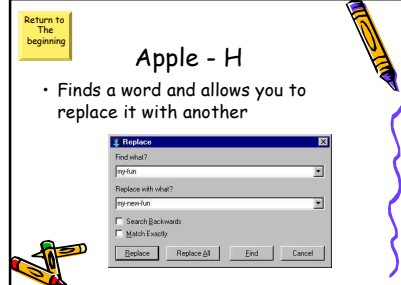
- Prints

Return to The beginning

Apple - H


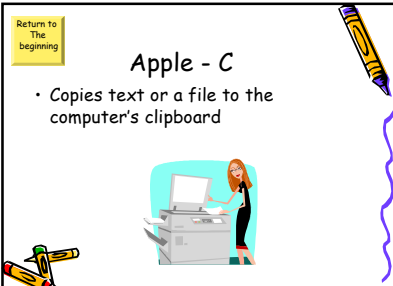
- Finds a word and allows you to replace it with another

Return to The beginning

Apple - C

- Copies text or a file to the computer's clipboard

Return to The beginning

Apple - N

- Opens a new file in the program you are using




Return to The beginning

Apple - B

- Bold faces the text you type

